SAMPLE LETTER OF RELEASE/RELIEFWITHOUT CCO
Only required if the individual is no longer available

OFFICE SYMBOL   DATE

MEMORANDUM FOR Headquarters, United States European Command, Attn: ECJ4-LO-ICTB, Unit 30400,
APO AE 09131

SUBJECT: Release/Relief (select the appropriate) of Customs Clearance Officer

1. In accordance with USAREUR Regulation 55-355, USAFE Inst. 24-201 and CINCUSNAVEUR Inst. 4600.7F,
_____ (list rank/title, first name, middle initial, last name, SSN if applicable) is hereby
released/relieved (select the appropriate) as customs clearance officer for … (insert command or unit) effective
_____ (for relief insert the immediate date, for release insert either the date coinciding with the date of the
successor's appointment letter or, if the customs stamp remains currently unassigned, use the date of this
memorandum) for customs stamp number _____ (insert applicable number).

2. **The released/relieved (select appropriate) individual is not available**.
  *This command will assign above customs stamp number _____to _____ (identify rank/title,
   first name, middle initial, last name of individual designated by the command to be the successor/new Customs
   Clearance Officer) effective _____ (insert actual effective date).
  *This command will retain and secure above customs stamp until a new customs clearance officer is appointed.
  *This command will return above customs stamp to HQ USEUCOM ECJ4-LO-ICTB via …. immediately.
   (after "via" insert the mode of return, i.e. hand-carried, MPS, small parcel carrier.
  * select the applicable course of action

3. This command verifies that the transfer/accountability process of all accountable and related documentation has
     been handled in accordance with above referenced regulation.

4. POC for this action is … (Rank/Title, First Name, Last Name, Military & Civilian Phone number, e-mail address)

                                              JOHN DOE   * by regulation the letter has to be
                                              LTC*, TC   signed by at least an O-5 or
                                              Commanding   equivalent

CF
1- Admin File
1- CDR, USAPPCE Roedelheim, Unit 25310, APO AE 09090
Optional: identify any other internal distribution as designated by the command